


**MEMORANDUM**

February 3, 2012

TO: County Council

FROM: Robert H. Drummer, Senior Legislative Attorney 

SUBJECT: **Introduction:** Bill 5-12, Administration – Small Business Navigator - Established

Bill 5-12, Administration – Small Business Navigator - Established, sponsored by Council President Berliner, is scheduled to be introduced on February 7, 2012. A public hearing is tentatively scheduled for February 28 at 1:30 p.m.

Bill 5-12 would require the Executive to designate an employee in the Office of the Executive or the Office of the Chief Administrative Officer as the Small Business Navigator. Among other duties, the Navigator must:

- (1) advise the Executive, the Council, the Chief Administrative Officer, County Department heads, the Planning Board, and any other appropriate government agency, of any action needed to assist small businesses to comply with County requirements and regulations;
- (2) serve as primary point of contact between a small business and each County department or agency that the small business must interact with;
- (3) develop and maintain a database of information necessary for a small business to comply with County requirements and regulations; and
- (4) advise small businesses on how to comply with County requirements and regulations.

This packet contains:

Bill 5-12

Legislative Request Report

Circle #

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Bill No. 5-12  
Concerning: Administration – Small  
Business Navigator – Established  
Revised: February 2, 2012 Draft No. 5  
Introduced: February 7, 2012  
Expires: August 7, 2013  
Enacted: \_\_\_\_\_  
Executive: \_\_\_\_\_  
Effective: \_\_\_\_\_  
Sunset Date: None  
Ch. \_\_\_\_\_, Laws of Mont. Co. \_\_\_\_\_

## COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

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By: Council President Berliner

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**AN ACT** to:

- (1) establish a program to assist certain small businesses located in the County;
- (2) require the appointment of a dedicated staff member to assist small businesses to comply with County requirements and regulations; and
- (3) generally amend the law concerning small businesses.

By adding

Montgomery County Code  
Chapter 2. Administration.  
Section 2-25B

<b>Boldface</b>	<i>Heading or defined term.</i>
<u>Underlining</u>	<i>Added to existing law by original bill.</i>
[Single boldface brackets]	<i>Deleted from existing law by original bill.</i>
<u>Double underlining</u>	<i>Added by amendment.</i>
[[Double boldface brackets]]	<i>Deleted from existing law or the bill by amendment.</i>
* * *	<i>Existing law unaffected by bill.</i>

*The County Council for Montgomery County, Maryland approves the following Act:*

**Sec. 1. Section 2-25B is added as follows:**

**2-25B. Small Business Navigator.**

(a) Definitions. As used in this Section:

Navigator means the Small Business Navigator.

Small business means a privately owned business that meets the requirements of Section 11B-65(a).

(b) Establishment of Program. The Executive must create and administer a Small Business Assistance Program with a Small Business Navigator to help small businesses comply with County policies and regulations.

(c) Small Business Navigator. The Executive must designate an employee in the Office of the Executive or the Office of the Chief Administrative Officer as the Small Business Navigator. Among other duties, the Navigator must:

(1) advise the Executive, the Council, the Chief Administrative Officer, County Department heads, the Planning Board, and any other appropriate government agency, of any action needed to assist small businesses to comply with County requirements and regulations;

(2) serve as primary point of contact between a small business and each County department or agency that the small business must interact with;

(3) develop and maintain a database of information necessary for a small business to comply with County requirements and regulations; and

(4) advise small businesses on how to comply with County requirements and regulations.

(d) Reports. On or before September 15 of each year, the Executive must report to the Council on the activities of the Navigator.

29 *Approved:*

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Roger Berliner, President, County Council

Date \_\_\_\_\_

31 *Approved:*

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Isiah Leggett, County Executive

Date \_\_\_\_\_

33 *This is a correct copy of Council action.*

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Linda M. Lauer, Clerk of the Council

Date \_\_\_\_\_

## LEGISLATIVE REQUEST REPORT

Bill 5-12

### *Administration – Small Business Navigator - Established*

<b>DESCRIPTION:</b>	This Bill would require the Executive to appoint a dedicated staff member to assist small businesses to comply with County requirements and regulations.
<b>PROBLEM:</b>	Small businesses often have trouble understanding and complying with County requirements and regulations. Currently, there is no dedicated staff member available to help small businesses meet County requirements.
<b>GOALS AND OBJECTIVES:</b>	To help small businesses comply with County requirements and regulations.
<b>COORDINATION:</b>	CAO, DED Director, DGS Director
<b>FISCAL IMPACT:</b>	To be requested.
<b>ECONOMIC IMPACT:</b>	To be requested.
<b>EVALUATION:</b>	To be requested.
<b>EXPERIENCE ELSEWHERE:</b>	To be researched.
<b>SOURCE OF INFORMATION:</b>	Robert H. Drummer, Senior Legislative Attorney, 240-777-7895
<b>APPLICATION WITHIN MUNICIPALITIES:</b>	To be researched.
<b>PENALTIES:</b>	Not applicable.

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